FMIS Informer
March 2014

ADPICS PO Print to *.PDF

This is in final testing and will be migrated to Production in early to mid March. The screens to be effected at this time are 2150, 2340, 2360. Upon completion of this enhancement, all PO's will have the ability to be sent to an email address in a *.pdf format.

In order to print the PO to *.pdf from the 2340 and 2360, the Buyer ID must be present on the PO (a Buyer ID must first be established on the 5700 screen along with a valid email address). If no Buyer ID is entered on the PO, the PO will be sent to the printer. Agencies may wish to set up a generic email address for their buyers.

For the 2150, the Buyer ID email address on the PO will automatically populate in the email address field. A user may overwrite this email address with another valid email address, in case the user wants to send the PO to a different email address.

Eventually, the 2342 and BPO will print to PDF in the same manner as PO.

PRODUCTION MIGRATION 02/26/14

This change now allows the MBE Goal % field on the 2356 Screen to be updated when the Purchase Order is a release from a Blanket Purchase Order.

Statewide Foreign Language Interpretation/Translation Services (FLITS) CUSTOMER SATISFACTION SURVEY

There is a link to the survey from the FLITS Contract Home Page listed below:

http://dbm.maryland.gov/contractors/swcontracts/Pages/LanguageContractHome.aspx

At the bottom of the web page is the **SURVEY**:

All Contract Users please complete the FLITS Customer Satisfaction Survey minimally on a quarterly basis to let DBM know how our Contractors are doing. The survey link is good for calendar year 2014.

ADPICS Purchase Order and Direct Purchase Order Training April, 2014

Training will be held at the Annapolis Training Center located at 45 Calvert Street, Annapolis, Maryland, Room 7 in the basement. This class is an all day session, 8:30 am - 4:30 p.m.

We have 5 sessions available: Monday - Friday, April 21, 2014 - April 25, 2014. First come, first serve. Please register using the links below.

https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-april-21/

https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-april-22/

https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-april-23/

https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-april-24/

https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-april-25/

Please bring training material with you. It is located on DoIT's Website:

https://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx

Under the ADPICS Procurement Category - Purchase Orders and Direct Purchase Orders

MARCH 2014 SPAG Meeting
The March 2014 SPAG meeting is cancelled! Please mark your calendars to attend the next SPAG meeting on May 15th, 2014 at 9 AM. The May SPAG meeting will be held at MDOT Headquarters in Harry Hughes Suites 1 & 2. See you there!

March Activities at DoIt

The ADPICS'S Purge is scheduled to process on Saturday, March 8, 2014. The production online region for RSTARS/ADPICS will not be available that day.

APRIL Activities at DoIT

The Date table for the new fiscal year will be loaded in all regions on Friday, April 11, 2014.

Profile Table Rollover will occur in all regions on April 11, 2014, after the Data table has been loaded for the new fiscal year.

Fixed Asset Depreciation FY 2014

For the remaining months of FY 2014, GAD will run the fixed assets depreciation on the following dates:

March 26, 2014   April 23, 2014   May 28, 2014

June 2014 depreciation run: as soon as agencies complete recording FY 2014 fixed asset transactions in the Fixed Asset Subsystem.

ADPICS/PUG COMMITTEE - MARCH 20, 2014

DOIT Office, 45 Calvert Street, Annapolis, MD, Conference Room 427B @ 1:30 p.m.

NOTE: **To connect and call in remotely from your desk:

1. Enter **http://www.intercall.com/iumGo**

2. In the right corner, click **JOIN MEETING**.

3. At Moderator's User Login enter **5012161452**.

4. Click **Join As Participant**.

5. When prompted, select **Dial In Now**.

6. Dial **(855) 297-3227** and enter the Conference Code: **2836957129** followed by **#.**

 **NOTE: Please enter your name and agency when calling.

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

February: March 17, 2014   March: April 15, 2014   April: May 15, 2014   May: June 16, 2014

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile.

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Saturday (except Wednesday) 6:30 a.m. to 6:30 p.m.

Wednesday: 6:30 a.m. to 4:00 p.m.

Sunday: The system in unavailable on Sundays.

**Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting

purposes. This statement is also true when it is the last Friday of the month.

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.

Beginning January 3, 2014, AE and IAE will be available on the following schedule:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 14 October (04) → Present
IAE	Every Fri.	FY 14 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 13 *(if needed earlier in the month, can be done through special request.)*
FY 2003 – 2012 available through special request.		

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